

Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended.

Local Government Type <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village <input checked="" type="checkbox"/> Other		Local Government Name Wakefield Housing Commission	County Gogebic
Audit Date 6/30/04	Opinion Date 1/27/05	Date Accountant Report Submitted to State: 3/9/05	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the *Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan* by the Michigan Department of Treasury.

We affirm that:

1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.

We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations

You must check the applicable box for each item below.

- ☐ Yes ☒ No 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements.
- ☐ Yes ☒ No 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980).
- ☐ Yes ☒ No 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).
- ☐ Yes ☒ No 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.
- ☐ Yes ☒ No 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).
- ☐ Yes ☒ No 6. The local unit has been delinquent in distributing tax revenues that were collected for another taxing unit.
- ☐ Yes ☒ No 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year).
- ☐ Yes ☒ No 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).
- ☐ Yes ☒ No 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95).

We have enclosed the following:

	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.	✓		
Reports on individual federal financial assistance programs (program audits).			✓
Single Audit Reports (ASLGU).			✓

Certified Public Accountant (Firm Name) Anderson, Tackman & Company, PLC			
Street Address Po Box 828, 201 E. Hughitt	City Iron Mountain	State MI	ZIP 49801
Accountant Signature		Date	

 **FILE COPY**

WAKEFIELD HOUSING COMMISSION
REPORT ON FINANCIAL STATEMENTS
(with additional information)
For the Year Ended June 30, 2004

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WAKEFIELD HOUSING COMMISSION

TABLE OF CONTENTS

	<u>Page</u>
Independent Auditors' Report.....	3-4
Management Discussion and Analysis.....	5-8
Financial Statements:	
Statement of Net Assets.....	9
Statement of Activities.....	10
Statement of Revenues, Expenses, and Change in Net Assets.....	11
Statement of Cash Flows – Proprietary Fund.....	12
Notes to the Financial Statements.....	13-20
Supplemental Information:	
Financial Data Schedule.....	22-25
Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance With “Government Auditing Standards”.....	26





ANDERSON, TACKMAN & COMPANY, P.L.C.
CERTIFIED PUBLIC ACCOUNTANTS

A Regional Firm with Offices in Michigan and Wisconsin

Principals - Iron Mountain:
L. Robert Schaut, CPA
David J. Johnson, CPA
Shane M. Ellison, CPA

Member of:
Private Companies Practice Section
American Institute of Certified
Public Accountants

INDEPENDENT AUDITORS' REPORT

Board of Commissioners
Wakefield Housing Commission
Wakefield, Michigan

We have audited the accompanying basic financial statements of the business-type activities of the Wakefield Housing Commission as of and for the year ended June 30, 2004 as listed in the table of contents. These basic financial statements are the responsibility of the Commission's management. Our responsibility is to express an opinion on these basic financial statements based on our audit.

We conducted our audit in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in "Government Auditing Standards", issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statements presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Wakefield Housing Commission as of June 30, 2004, and the respective changes in financial position and cash flows, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with "*Government Auditing Standards*", we have also issued our report dated January 27, 2005 on our consideration of the Wakefield Housing Commission's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with "*Government Auditing Standards*" and should be read in conjunction with this report in considering the results of our audit.

As described in Note A to the financial statements, the Commission adopted the provisions of Governmental Accounting Standards Board Statement No. 34, *Financial Statements-and Management's Discussion and Analysis-For State and Local Governments* and Governmental Accounting Standards Board Statement No 37, an amendment of Statement No. 34. This results in a change in the format and content of the financial statements.

The Management's Discussion and Analysis on pages 5 through 8 is not a required part of the financial statements but is required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming an opinion on the financial statements taken as a whole. The supplementary information listed in the table of contents is presented for the purpose of additional analysis and is not a required part of the financial statements of the Wakefield Housing Commission. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated in all material respects in relation to the financial statements taken as a whole.



ANDERSON, TACKMAN & COMPANY, PLC
Certified Public Accountants
Iron Mountain, Michigan

January 27, 2005

MANAGEMENT DISCUSSION AND ANALYSIS (UNAUDITED)

Our discussion and analysis of the Wakefield Housing Commission's financial performance provides an overview of the financial activities for the year ended June 30, 2004. Please read it in conjunction with the Commission's financial statements, which begin on page 9.

FINANCIAL HIGHLIGHTS

- The Commission's net assets were reported for the first time under GASB 34. As such, no comparisons with prior years will be made. In future years, comparative information will be presented in various schedules throughout the MD&A. Net assets for the entire Commission were reported at \$595,258.
- During the year, the Commission's operating revenues totaled \$159,029, or 99% of total revenues, while operating expenses totaled \$194,986 or 100% of total expenses.

USING THIS REPORT

This annual report consists of a series of financial statements. The Statement of Net Assets, Statement of Activities and the Statement of Revenues Expenses and Changes in Net Assets (on pages 9 to 11) provide information about the activities of the Commission as a whole and present a longer-term view of the Commission's finances.

REPORTING THE COMMISSION AS A WHOLE

Our analysis of the Commission as a whole begins on page 9. One of the most important questions asked about the Commission's finances is "Is the Commission, as a whole, better off or worse off as a result of the year's activities?" The Statement of Net Assets, Statement of Activities and the Statement of Revenues, Expenses, and Change in Net Assets report information about the Commission as a whole and about its activities in a way that helps answer this question. These statements include *all* assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid. These two statements report the Commission's *net assets* and changes in them. You can think of the Commission's net assets – the difference between assets and liabilities – as one way to measure the Commission's financial health, or *financial position*. Over time, *increases or decreases* in the Commission's net assets are one indicator of whether its *financial health* is improving or deteriorating. You will need to consider other non-financial factors, however, such as changes in the population of low income and elderly individuals.

In the Statement of Net Assets, Statement of Activities and the Statement of Revenues, Expenses, and Change in Net Assets, the Commission's activities are reported as business-type activities:

- Business-type activities – The Commission charges rent to tenants to help it cover all or most of the costs of services it provides.

REPORTING THE COMMISSION'S MOST SIGNIFICANT FUNDS

Our analysis of the Commission's major activities begins on page 9. The financial statements provide detailed information on all of the Commission's activities. The Commission uses proprietary funds to account for its activities. The method of accounting for proprietary funds is explained below.

- *Proprietary funds* – The Commission charges tenants rent for the housing services it provides and these services are reported in a proprietary fund. Proprietary funds are reported in the same way for its activities and are reported in the Statement of Net Assets and the Statement of Revenues, Expenses, and Change in Net Assets.

THE COMMISSION AS A WHOLE

The Commission's combined net assets at June 30, 2004 decreased \$(34,374) from June 30, 2003.

Table 1
Net Assets

Assets:	
Current and other assets	\$ 119,483
Capital assets (net)	<u>503,634</u>
Total assets	<u>623,117</u>
Liabilities:	
Current and other liabilities	<u>27,859</u>
Total liabilities	<u>27,859</u>
Net Assets:	
Invested in capital assets, net of related debt	503,634
Unrestricted	<u>91,624</u>
Net Assets	\$ <u>595,258</u>

Net assets of the Commission stood at \$595,258. Unrestricted net business assets were \$91,624. In general, the Commission's unrestricted net assets is used to fund operations of the Commission.

Table 2
Changes in Net Assets

Revenues:		
Program revenues:		
Charges for services	\$	76,121
Program grants & subsidies		80,978
General revenues:		
Other income		1,930
Unrestricted investment earnings		<u>1,583</u>
Total revenues		160,612
Program Expenses:		
Operating expenses		<u>194,986</u>
Decrease in net assets		(34,374)
Net assets – beginning of period		<u>629,632</u>
Net assets – end of period	\$	<u>595,258</u>

BUSINESS-TYPE ACTIVITIES

Revenues for the Commission totaled \$160,612. The Commission's average unit months leased on a monthly basis had increased during the current year. In addition, HUD operating funds and capital funding grants had increased during the current year. The Commission depends on HUD operating and capital grants to assist in covering its operating expenses.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

At the end of fiscal 2004, the Commission had \$1,428,676 invested in a variety of capital assets including land, equipment and buildings as follows:

Table 3
Capital Assets at June 30, 2004
Business – Type Activity

Land and improvements	\$ 77,693
Buildings and improvements	1,274,098
Equipment	<u>76,885</u>
Total cost	1,428,676
Less accumulated depreciation	<u>(925,042)</u>
NET FIXED ASSETS	\$ <u>503,634</u>

The Commission invested \$36,387 in capital assets during the year ended June 30, 2004.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Commission's appointed officials considered many factors when setting the budget for the fiscal year 2004/2005 budget. The current availability of low income and elderly tenants has been a major contributing factor in establishing the budgeted amounts. In the upcoming year, we do not anticipate any significant change in the occupancy rate and availability of new tenants that will provide any substantial increase in revenues. There continues to be a variety of inflationary cost and expense issues out of the control of the Commission. All of these were taken into consideration during the 2004/2005 budget process.

CONTACTING THE COMMISSION'S FINANCIAL MANAGEMENT

This financial report is designed to provide the readers with a general overview of the Commission's finances and to show the Commission's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Commission's Executive Director, Fredric Francis, at 200 Pierce Street, Wakefield, Michigan 49968, or call 906-229-5204.

WAKEFIELD HOUSING COMMISSION

**STATEMENT OF NET ASSETS
Proprietary Fund**

June 30, 2004

CURRENT ASSETS:

Cash and equivalents	\$ 47,117
Accounts receivable	17,665
Investments	52,595
Prepaid expenses	<u>2,106</u>

TOTAL CURRENT ASSETS	<u>119,483</u>
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NONCURRENT ASSETS:

Capital assets	1,428,676
Less accumulated depreciation	<u>(925,042)</u>

NET CAPITAL ASSETS	<u>503,634</u>
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TOTAL ASSETS	<u>\$ 623,117</u>
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LIABILITIES:

Accounts payable	\$ 11,015
Accrued liabilities	<u>16,844</u>

TOTAL CURRENT LIABILITIES	<u>27,859</u>
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TOTAL LIABILITIES	<u>27,859</u>
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NET ASSETS:

Investment in capital assets, net of related debt	503,634
Unrestricted net assets	<u>91,624</u>

NET ASSETS	<u>\$ 595,258</u>
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**ANDERSON, TACKMAN
& COMPANY, P.L.C.**
CERTIFIED PUBLIC ACCOUNTANTS



The accompanying notes to financial statements are an integral part of this statement.



ANDERSON, TACKMAN
& COMPANY, P.L.C.
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WAKEFIELD HOUSING COMMISSION

**STATEMENT OF ACTIVITIES
Proprietary Fund**

For the Year Ended June 30, 2004

FUNCTIONS/PROGRAMS	Program Revenue			Net (Expense) Revenue and Changes in Net Assets
	Expenses	Fees, Fines and Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
BUSINESS-TYPE ACTIVITIES:				
Public Housing	\$ 194,986	\$ 76,121	\$ 80,978	\$ -
				\$ (37,887)
General revenues:				
Unrestricted investment earnings				1,583
Other				1,930
Total general revenues				3,513
Changes in net assets				(34,374)
NET ASSETS, beginning of year				629,632
NET ASSETS, end of year				\$ 595,258

The accompanying notes to the financial statements are an integral part of this statement.

WAKEFIELD HOUSING COMMISSION

**STATEMENT OF REVENUES, EXPENSES, AND CHANGES
IN NET ASSETS
Proprietary Fund**

For the Year Ended June 30, 2004

OPERATING REVENUES:

Tenant revenue	\$ 76,121
Program grants-subsidies	80,978
Other income	<u>1,930</u>

TOTAL OPERATING REVENUES	<u>159,029</u>
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OPERATING EXPENSES:

Administration	37,828
Tenant services	8,325
Utilities	26,436
Maintenance	48,533
General	10,990
Depreciation	<u>62,874</u>

TOTAL OPERATING EXPENSES	<u>194,986</u>
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OPERATING (LOSS)	<u>(35,957)</u>
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OTHER INCOME:

Interest income	<u>1,583</u>
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TOTAL OTHER INCOME	<u>1,583</u>
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CHANGE IN NET ASSETS	(34,374)
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NET ASSETS, BEGINNING OF YEAR	<u>629,632</u>
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NET ASSETS, END OF YEAR	<u>\$ 595,258</u>
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& COMPANY, P.L.C.
CERTIFIED PUBLIC ACCOUNTANTS



The accompanying notes to financial statements are an integral part of this statement.

WAKEFIELD HOUSING COMMISSION

STATEMENT OF CASH FLOWS **Proprietary Fund**

For the Year Ended June 30, 2004

OPERATING ACTIVITIES:

Cash received from customers	\$ 79,865
Cash received from grants and subsidies	80,978
Cash payments to suppliers for goods and services	(63,033)
Cash payments for wages and related benefits	(66,476)
Payment in lieu of taxes	(3,520)
Other receipts	<u>1,930</u>

NET CASH PROVIDED FROM OPERATING ACTIVITIES	<u>29,744</u>
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CAPITAL AND RELATED FINANCING ACTIVITIES:

Acquisition of capital assets	<u>(36,387)</u>
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NET CASH (USED) BY CAPITAL AND RELATED FINANCING ACTIVITIES	<u>(36,387)</u>
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INVESTING ACTIVITIES:

Purchase of investments	(504)
Investment income	<u>1,583</u>

NET CASH PROVIDED FROM INVESTING ACTIVITIES	<u>1,079</u>
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NET (DECREASE) IN CASH AND EQUIVALENTS	(5,564)
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CASH AND EQUIVALENTS, BEGINNING OF YEAR	<u>52,681</u>
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CASH AND EQUIVALENTS, END OF YEAR	<u>\$ 47,117</u>
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RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES:

Operating income (loss)	\$ (35,957)
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation	62,874
Changes in assets and liabilities:	
Decrease (Increase) in receivables	3,744
Decrease (Increase) in prepaid expenses	(212)
Increase (Decrease) in accounts payable	(3,670)
Increase (Decrease) in accrued liabilities	<u>2,965</u>

NET CASH PROVIDED FROM OPERATING ACTIVITIES	<u>\$ 29,744</u>
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The accompanying notes to financial statements are an integral part of this statement.



WAKEFIELD HOUSING COMMISSION

NOTES TO FINANCIAL STATEMENTS

June 30, 2004

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

THE REPORTING ENTITY

The Wakefield Housing Commission (Commission) was formed under the criteria established for low income housing programs by the United States Department of Housing and Urban Development. The Commission operates under a board of commissioners appointed by the City Council.

The Commission, for financial reporting purposes, includes all of the activities relevant to its operations.

Component Unit

In evaluating how to define the Commission, for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria set forth in GAAP, currently GASB Statement #14, "*The Financial Reporting Entity*".

The criteria established by the governmental Accounting Standards Board for determining the various governmental organizations to be include in the reporting entity's financial statements include budget adoption, taxing authority, funding, appointment of the respective governing board, and scope of public service.

Based on the foregoing criteria, it was determined that there are no component units of the Wakefield Housing Commission nor is the Commission a component unit of another entity.

The accounting policies of the Commission conform to accounting principles generally accepted in the United States of America. The following is a summary of such significant policies.

BASIS OF PRESENTATION

During the year the Commission adopted Governmental Accounting Standards Board (GASB) Statement No. 34, which substantially revised the financial statement presentation as described below.

Government-Wide Financial Statements:

The Statement of Net Assets, Statement of Activities and Statement of Revenues, Expenses and Changes in Net Assets display information about the Commission as a whole. They include all business-type activities of the Commission. Business-type activities are financed in whole or in part by fees charged to external parties for goods or services.

WAKEFIELD HOUSING COMMISSION

NOTES TO FINANCIAL STATEMENTS

June 30, 2004

(Continued)

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

BASIS OF PRESENTATION (Continued)

Proprietary Fund

Proprietary Funds are used to account for operations (a) which are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

Measurement Focus:

The government-wide Statement of Net Assets, Statement of Activities and the Statement of Revenues, Expenses and Changes in Net Assets are presented using the economic resource measurement focus as defined below.

- a. The Commission utilizes an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net assets, financial position and cash flows. All assets and liabilities, whether current or noncurrent, associated with their activities are reported.

Basis of Accounting:

The Statement of Net Assets, Statement of Activities and Statement of Revenues, Expenses and Changes in Net Assets are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

As allowed by GASB Statement No. 20, the Commission's business-type activity follows all GASB pronouncements and FASB Statements and Interpretations that were issued on or after November 30, 1989, except those that conflict with a GASB pronouncement.



WAKEFIELD HOUSING COMMISSION

NOTES TO FINANCIAL STATEMENTS

June 30, 2004

(Continued)

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

ASSETS, LIABILITIES AND NET ASSETS

- a. Cash and Equivalents – The Commission's cash and cash equivalents as reported in the Statement of Cash Flows and the Statement of Net Assets are considered to be cash on hand, demand deposits and short-term investments with maturities of three months or less.
- b. Receivables – All receivables are reported at their gross value and, where appropriate, are reduced by the estimated portion that is expected to be uncollectable.
- c. Due to and Due From Other Programs – Interprogram receivables and payables arise from interprogram transactions and are recorded by all funds affected in the period in which transactions are executed.
- d. Capital Assets – Capital assets purchased or acquired are capitalized at historical cost or estimated historical cost. Donated capital assets are valued at their estimated fair market value on the date received.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets.

Depreciation on all assets is provided on the straight-line basis over the estimated useful lives as follows:

Buildings and improvements	10-40 years
Furniture and other equipment	5-10 years

The Commission has adopted a capitalization policy for capital assets of \$400 per item.

- e. Compensated Absences - It is the Commission's policy to permit employees to accumulate a limited amount of earned but unused sick leave and vacation days, which will be paid to employees upon separation from the Commission. The cost of vested sick leave and vacation days are recognized as an expense as earned by the employees.
- f. Equity Classification

Government-Wide Statements:

Equity is classified as net assets and displayed in two components:

- 1. Invested in capital assets – Consists of capital assets, net of accumulated depreciation
- 2. Unrestricted net assets – All other net assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

WAKEFIELD HOUSING COMMISSION

NOTES TO FINANCIAL STATEMENTS

June 30, 2004

(Continued)

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

REVENUES AND EXPENSES

Operating revenues and expenses are those that result from providing services and producing and delivering goods and/or services. It also includes all revenue and expenses not related to capital and related financing, noncapital financing or investing activities. Expenses are classified by operating and nonoperating and are subclassified by function such as salaries, supplies and contracted services.

OTHER SIGNIFICANT ACCOUNTING POLICIES

Interprogram Activity:

As a general rule, the effect of activity between programs has been eliminated from the government-wide statements.

The transfers of cash between the various Authority programs are reported separately from revenues and expenses as operating transfers in or (out), unless they represent temporary advances that is to be repaid, in which case, they are carried as assets and liabilities of the advancing or borrowing program.

Interprogram receivables and payables are eliminated from the Statement of Net Assets.

Budgets and Budgetary Accounting:

Budgets are adopted on a basis prescribed or permitted by the Department of Housing and Urban Development. All annual appropriations lapse at fiscal year end. The Commission follows these procedures in establishing the budgetary date reflected in the financial statements:

1. The Director submits to the Board a proposed operating budget for the fiscal year commencing on July 1st. The operating budget includes proposed expenses and the means of financing them. Prior to June 30th, the budget is legally adopted by Board resolution.
2. Formal budgetary integration is employed as a management control device during the year.
3. The budget has been amended. Supplemental appropriations were made during the year with the last one approved prior to June 30th.



WAKEFIELD HOUSING COMMISSION

NOTES TO FINANCIAL STATEMENTS

June 30, 2004

(Continued)

NOTE B - CASH AND INVESTMENTS

The Commission maintains segregated cash and investment accounts which are specific to the activity to which they are available.

CASH AND EQUIVALENTS

Cash and equivalents consisted of:

Petty cash	\$ 25
Cash in checking	42,092
Certificate of deposit	<u>5,000</u>
TOTAL	<u>\$47,117</u>

The bank balances were fully insured at June 30, 2004. Cash and equivalents are categorized as follow:

Category 1 - Insured or registered, with securities held by the Commission or its agent in the Commission's name.

Category 2 - Uninsured and unregistered, with securities held by the counterparty's trust department.

Category 3 - Uninsured and unregistered, with securities held by the counterparty, or by its trust department or agent but not in the Commissions name.

	<u>Category</u>			<u>Bank</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>Balance</u>
Petty cash	\$ 25	\$ -	\$ -	\$ -
Checking account	42,092	-	-	42,092
Certificate of deposit	<u>5,000</u>	<u>-</u>	<u>-</u>	<u>5,000</u>
TOTAL	<u>\$47,117</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$47,092</u>



WAKEFIELD HOUSING COMMISSION

NOTES TO FINANCIAL STATEMENTS

June 30, 2004

(Continued)

NOTE B - CASH AND INVESTMENTS(Continued)

STATUTORY AUTHORITY

Michigan law (Act 196 PA 1997) authorizes the Commission to deposit and invest in one or more of the following:

- a. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- b. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution that is eligible to be a depository of funds belonging to the State under a law or rule of this State or the United States.
- c. Commercial paper rated at time of purchase within the two highest classifications established by not less than two standard rating services and matures not more than 270 days after the date of purchase.
- d. Repurchase agreements consisting of instruments listed in a.
- e. Bankers' acceptance of United States Banks.
- f. Obligations of this State or any of its political subdivisions at the time of purchase are rated as investment grade by not less than one standard rating service.
- g. Mutual funds registered under the investment company act of 1940, Title I of Chapter 686, 54 Stat. 789, 15 U.S.C. 80a-4 to 80a-64, with the authority to purchase investment vehicles that are legal for direct investment by a public corporation.
- h. Obligation described in a. through g. if purchased through an interlocal agreement under the urban cooperation's act of 1967, 1967 (Ex Sess) PA 7, MCL 124.512.
- i. Investment pools organized under the surplus funds investment pool act, 1982 PA 367, 129.111 to 129.118.
- j. The investment pools organized under the local government investment pool act, 1985 PA 121, MCL 129.141 to 129.150.

Michigan law (Section 3, Act 40, PA 1932, as amended) prohibits security in the form of collateral, surety bond, or another form for the deposit of public money.



WAKEFIELD HOUSING COMMISSION

NOTES TO FINANCIAL STATEMENTS

June 30, 2004

(Continued)

NOTE B - CASH AND INVESTMENTS (Continued)

INVESTMENTS

Investments are stated at market value.

Investments consisted of a certificates of deposit and were in accordance with State of Michigan Statutes. Those statutes do not mandate that accounts be partially or fully insured or collateralized. Investments are categorized as follows:

Category 1 - Insured or registered, with securities held by the Commission or its agent in the Commission's name.

Category 2 - Uninsured and unregistered, with securities held by the counterparty's trust department

Category 3 - Uninsured and unregistered, with securities held by the counterparty, or by its trust department or agent but not in the Commission's name

	<u>Category</u>			<u>Total</u>
	<u>1</u>	<u>2</u>	<u>3</u>	
Certificates of deposit	<u>\$52,595</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$52,595</u>

The certificates of deposit were fully insured at June 30, 2004.

NOTE C - CAPITAL ASSETS

A summary of capital assets as of June 30, 2004 is as follows:

	<u>Balance</u> <u>7-1-03</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>6-30-04</u>
Land	\$ 3	\$ -	\$ -	\$ 3
Land improvements	77,690	-	-	77,690
Building & improvements	1,239,230	34,868	-	1,274,098
Equipment	<u>75,366</u>	<u>1,519</u>	<u>-</u>	<u>76,885</u>
	1,392,289	\$ <u>36,387</u>	\$ <u>-</u>	1,428,676
Accumulated depreciation	<u>(862,168)</u>	\$ <u>(62,874)</u>	\$ <u>-</u>	<u>(925,042)</u>
Net capital assets	\$ <u>530,121</u>			\$ <u>503,634</u>

Depreciation expense for the year was \$62,874.



WAKEFIELD HOUSING COMMISSION

NOTES TO FINANCIAL STATEMENTS

June 30, 2004

(Continued)

NOTE D - RISK MANAGEMENT

The Commission is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Commission maintains commercial insurance covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Commission. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

NOTE E - USE OF ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE F - CURRENT VULNERABILITY DUE TO CERTAIN CONCENTRATIONS

The Commission is dependent upon the Department of Housing and Urban Development (HUD) to fund its operations through operating subsidies and capital funding grants. Total operating revenues for the year ended June 30, 2004 totaled \$159,029 of which \$80,978 or 51% was from HUD subsidies and grants.

The operations of the project are subject to rules and regulations of HUD. These rules and regulations are subject to change. Such changes may occur with short notice and could create a lack of funding to pay for operational related costs, including the additional administrative burden to comply with the changes.



**SUPPLEMENTAL
INFORMATION**

WAKEFIELD HOUSING COMMISSION**Enterprise Fund****Financial Data Schedule**

June 30, 2004

<u>Line Item #</u>	<u>Account Description</u>	<u>Low Rent Public Housing</u>	<u>Public Housing Capital Fund Program</u>	<u>TOTAL</u>
ASSETS:				
CURRENT ASSETS:				
Cash:				
111	Cash - unrestricted	\$ 47,117	\$ -	\$ 47,117
100	Total cash	47,117	-	47,117
Accounts and notes receivables:				
122	Accounts receivable- HUD other projects	-	17,425	17,425
129	Accrued interest	240	-	240
120	Total receivables, net of allowances for doubtful accounts	240	17,425	17,665
Current investments				
131	Investments - unrestricted	52,595	-	52,595
142	Prepaid expenses	2,106	-	2,106
144	Interprogram due from	17,425	-	17,425
150	TOTAL CURRENT ASSETS	119,483	17,425	136,908
NONCURRENT ASSETS:				
Fixed assets:				
161	Land	3	-	3
162	Buildings	1,260,057	14,042	1,274,099
163	Furniture, equipment & machinery - dwellings	20,349	-	20,349
164	Furniture, equipment & machinery - administration	56,535	-	56,535
165	Leasehold improvements	77,690	-	77,690
166	Accumulated depreciation	(924,708)	(334)	(925,042)
160	Total fixed assets, net of accumulated depreciation	489,926	13,708	503,634
180	TOTAL NONCURRENT ASSETS	489,926	13,708	503,634
190	TOTAL ASSETS	\$ 609,409	\$ 31,133	\$ 640,542

See accompanying notes to financial statements



WAKEFIELD HOUSING COMMISSION**Enterprise Fund****Financial Data Schedule**

June 30, 2004

<u>Line Item #</u>	<u>Account Description</u>	<u>Low Rent Public Housing</u>	<u>Public Housing Capital Fund Program</u>	<u>TOTAL</u>
LIABILITIES AND NET ASSETS:				
LIABILITIES:				
CURRENT LIABILITIES				
312	Accounts payable ≤ 90 days	\$ 11,015	\$ -	\$ 11,015
321	Accrued wages / payroll taxes	10,025	-	10,025
322	Accrued compensated absences - current portion	2,105	-	2,105
333	Accounts payable - other government	3,289	-	3,289
341	Tenant security deposits	1,425	-	1,425
347	Interprogram due to	-	17,425	17,425
310	TOTAL CURRENT LIABILITIES	27,859	17,425	45,284
350	TOTAL NONCURRENT LIABILITIES	-	-	-
300	TOTAL LIABILITIES	27,859	17,425	45,284
NET ASSETS:				
Contributed Capital:				
508.1	Investment in capital assets, net of related debt	489,926	13,708	503,634
512.1	Unrestricted net assets	91,624	-	91,624
513	TOTAL NET ASSETS	581,550	13,708	595,258
600	TOTAL LIABILITIES AND NET ASSETS	\$ 609,409	\$ 31,133	\$ 640,542

See accompanying notes to financial statements



WAKEFIELD HOUSING COMMISSION**Enterprise Fund****Financial Data Schedule**

For the Year Ended June 30, 2004

Line Item #	Account Description	Low Rent Public Housing	Public Housing Capital Fund Program	TOTAL
REVENUE:				
703	Net tenant rental revenue	\$ 67,458	\$ -	\$ 67,458
704	Tenant revenue - other	8,663	-	8,663
705	Total tenant revenue	76,121	-	76,121
706	HUD PHA grants	36,314	30,622	66,936
706.1	Capital grants	-	14,042	14,042
711	Investment income - unrestricted	1,583	-	1,583
715	Other revenue	1,930	-	1,930
700	TOTAL REVENUE	115,948	44,664	160,612
EXPENSES:				
Administrative				
911	Administrative salaries	14,686	-	14,686
914	Compensated absences	101	-	101
915	Employee benefit contributions- administrative	14,325	-	14,325
916	Other operating- administrative	8,716	-	8,716
	Total Administrative	37,828	-	37,828
Tenant services				
924	Tenant services - other	8,325	-	8,325
Utilities				
931	Water	1,470	-	1,470
932	Electricity	14,152	-	14,152
933	Gas	8,628	-	8,628
938	Other utility expense	2,186	-	2,186
	Total Utilities	26,436	-	26,436
Maintenance				
941	Ordinary maintenance and operations - labor	20,707	1,678	22,385
942	Ordinary maintenance and operations - materials & other	4,378	1,705	6,083
943	Ordinary maintenance and operations - contract costs	3,548	-	3,548
945	Employee benefit contributions- ordinary maintenance	16,517	-	16,517
	Total Maintenance	45,150	3,383	48,533

See accompanying notes to financial statements



WAKEFIELD HOUSING COMMISSION**Enterprise Fund****Financial Data Schedule**

For the Year Ended June 30, 2004

<u>Line Item #</u>	<u>Account Description</u>	<u>Low Rent Public Housing</u>	<u>Public Housing Capital Fund Program</u>	<u>TOTAL</u>
	General expenses			
961	Insurance premiums	7,470	-	7,470
963	Payments in lieu of taxes	3,520	-	3,520
	Total General Expenses	10,990	-	10,990
969	TOTAL OPERATING EXPENSES	128,729	3,383	132,112
970	EXCESS OPERATING REVENUE OVER OPERATING EXPENSES	(12,781)	41,281	28,500
974	Depreciation expense	62,540	334	62,874
900	TOTAL EXPENSES	191,269	3,717	194,986
	Other financing sources (uses)			
1001	Operating transfers in	27,239	-	27,239
1002	Operating transfers out	-	(27,239)	(27,239)
1010	Total other financing sources (uses)	27,239	(27,239)	-
1000	EXCESS (DEFICIENCY) OF TOTAL REVENUE OVER (UNDER) TOTAL EXPENSES	\$ (48,082)	\$ 13,708	\$ (34,374)
MEMO account information				
1103	Beginning equity	\$ 629,632	\$ -	\$ 629,632
1120	Unit months available	360	-	360
1121	Number of unit months leased	348	-	348

See accompanying notes to financial statements

ANDERSON, TACKMAN
& COMPANY, P.L.C.
CERTIFIED PUBLIC ACCOUNTANTS



**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH "GOVERNMENT AUDITING STANDARDS"**

Board of Commissioners
Wakefield Housing Commission
Wakefield, Michigan

We have audited the financial statements of the business-type activities of the Wakefield Housing Commission, as of and for the year ended June 30, 2004, which collectively comprise the Wakefield Housing Commission's basic financial statements and have issued our report thereon dated January 27, 2005. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in "Government Auditing Standards", issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Wakefield Housing Commission's general purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under "Government Auditing Standards". However, we noted certain immaterial instances of noncompliance that we have reported to management of the Wakefield Housing Commission in a separate letter dated January 27, 2005.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Wakefield Housing Commission's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. However, we noted other matters involving the internal control over financial reporting that we have reported to management of the Wakefield Housing Commission, in a separate letter dated January 27, 2005.

This report is intended solely for the information of the Board of Commissioners, management and the Department of Housing and Urban Development and is not intended to be and should not be used by anyone other than those specified parties.

Anderson Tackman & Co. P.C.

ANDERSON, TACKMAN & COMPANY, P.L.C.
Certified Public Accountants
Iron Mountain, Michigan

January 27, 2005





ANDERSON, TACKMAN & COMPANY, P.L.C.
CERTIFIED PUBLIC ACCOUNTANTS

A Regional Firm with Offices in Michigan and Wisconsin

Principals - Iron Mountain:
L. Robert Schaut, CPA
David J. Johnson, CPA
Shane M. Ellison, CPA

Member of:
Private Companies Practice Section
American Institute of Certified
Public Accountants

January 27, 2005

Board of Commissioners
Wakefield Housing Commission
Wakefield, Michigan

Dear Members of the Board:

In planning and performing our audit of the financial statements of the Wakefield Housing Commission for the year ended June 30, 2004, we considered the entities internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control structure.

During our audit we became aware of matters that are opportunities for strengthening internal controls and operating efficiency. The following summarizes our comments and suggestions regarding those matters. This letter does not affect our report dated January 27, 2005, on the financial statements of the Wakefield Housing Commission.

1. During the review of the Commission's investments, it was noted that the Commission did not have a copy of one of it's certificates of deposit.

Recommendation

The Commission must be sure that it maintains the actual certificate for all of the certificates of deposit. In addition, the Commission should make sure it takes steps to verify that all certificates are stored and securely locked with limited access. This can be done by using a locked safe or even utilizing a security safety box at your local bank.

2. Also during the review of cash and investments it was noted that the Commission did not have depository agreements in place with the banks it does business with.

Recommendation

The ACC contract with HUD states that the Commission is required to have depository agreements signed by all financial institutions it does business with. The depository agreement states that the financial institution will insure any of the Commission's funds that exceed \$100,000. Although the Commission's funds were fully insured at June 30, 2004, HUD still requires the Commission to have depository agreements signed by all banks.

3. During the review of HUD funds it was noted that the Commission had spent capital funds monies in excess of \$17,000 as of June 30, 2004 and had yet to request reimbursements from HUD.

Recommendation

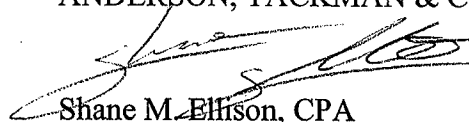
The Commission should make it more of a priority to request capital fund monies from HUD to reimburse it for expenses paid. The Commission is not taking advantage of the funds to the fullest extent. In addition, the Commission is losing interest income on its accounts by not requesting the funds from HUD sooner.

The Commission should take immediate steps to request the capital fund monies it is owed by HUD and to take steps in the future to not let these reimbursements go beyond a month.

We thank you for the opportunity to be of service. Do not hesitate to contact us if you have any questions. I found your staff to be very cooperative and a pleasure to work with.

Very truly yours,

ANDERSON, TACKMAN & COMPANY, PLC



Shane M. Ellison, CPA
Principal